



Interim Guidance on Management of COVID-19 Cases in PreK-12 Schools

The following guidance refers to management of COVID-19 cases in schools within the City of Chicago. For information on migration strategies see [CPDH Interim Guidance on COVID-19 Mitigation Strategies in PreK-12 Schools](#). For additional questions please contact the CDPH Youth Setting Team at covidschools@chicago.gov or (312) 746-6015.

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Key Points (updated Dec 21, 2021)

- PreK–12 schools in Chicago [should collaborate](#) with CDPH when investigating people who have tested positive for COVID-19 (cases) and those who are close contacts of persons who have been diagnosed with COVID-19. Report all cases to <http://redcap.link/chicovidreport> (select option 2 “Community congregate setting: single case or cluster of 2 or more cases”)
 - See [“COVID-19 Reporting to CDPH”](#)
- Students and staff who have tested positive for COVID-19 should [isolate](#) at home and stay away from the school premises for a minimum of 10 days after symptom onset or test date (whichever is earlier) and until [requirements for the end of isolation are met](#).
- As soon as possible after notified that someone in the PreK–12 school has tested positive for or been diagnosed with COVID-19, PreK–12 school officials should notify [close contacts](#) of exposure, in accordance with applicable privacy and other laws.
 - See [“School Contact Tracing”](#) section below
- Students and staff who have been in [close contact](#) with someone who has COVID-19 should receive [diagnostic testing](#) and follow quarantine guidance from the school. Any close contacts who [test positive for SARS-CoV-2](#) or who have [symptoms](#) should begin [isolation](#) regardless of [vaccination status or prior infection](#).
 - See [“For student or staff identified as close contact”](#)
- As recently supported by CDC, schools may choose the modified quarantine option, [test to stay](#) for eligible close contact exposures.
- For schools in Chicago, all case investigation and [contact tracing](#) activities conducted should be consistent with CDPH policies and applicable federal and workplace, healthcare/medical, privacy, informed consent, data security, and confidentiality laws, regulations, and requirements.

Overview

PreK-12 schools should prepare policies and procedure to take a stepwise approach in response to COVID-19 case reports.

1. School receives report of COVID-19 case or identifies person with COVID-19 like symptoms
2. Isolate case
3. Report to CDPH
4. Identify, notify, and quarantine close contacts
5. Notify school community

CDPH will contact schools to discuss any pending issues following the report to CDPH. The CDPH Youth Settings Team is also available for consultation and to answer questions from school administrators via email (covidschools@chicago.gov) or phone (312-746-6015).

COVID-19 Reporting to CDPH

Clear guidance should be provided to parents and staff about acceptable methods of reporting COVID-19 lab results or diagnosis to the school as soon as possible. Schools should reinforce that children and staff be kept out of school pending the results of COVID-19 testing for any reason.

Cases in a student or staff member should be reported through the confidential CDPH COVID-19 Online Case Report Form: <http://redcap.link/chicovidreport> (select option 2 “Community congregate setting: single case or cluster of 2 or more cases”).

In order to complete the form, you will need the following information:

- Total number of classrooms/cohorts impacted
- Total number of students thought to be exposed (close contacts)
- Total number of staff thought to be exposed (close contacts)
- The positive individual's reported or observed symptom onset date
- The positive individual's last date at school
- The positive individual's test date
- Additional optional information includes grade level/classroom, information about positive case potential exposure (recent travel, social gatherings, contact with positive case), testing provider (if known).

If your school has 2 or more cases (apart from household members) that involve 2 or more different cohorts or classrooms, make a note in your [REDCap online case report form](#) to receive additional CDPH support and guidance. This may prompt more intensive case investigation. When in doubt, quarantine the classroom in question, and reach out to CDPH on the next business day. Under [Public Health Order No. 2020-2](#), schools must report to CDPH clusters of 2 or more cases of COVID-19 occurring within 14 calendar days of each other within 24 hours of identifying the cluster, in order to prevent COVID-19 transmission in schools and ensure efficient case investigation and contact tracing.

School Contact Tracing

Given your access to staff and student records, the need for prompt notification to close contacts, and the relationship you have with your staff and families, your school is best positioned to conduct initial contact tracing (identification of contacts) and notification. CDPH will conduct contact tracing of cases outside of the school.

Contact Tracing First Steps

- Above all, ensure the identity of the positive individual is protected.
- Interview the staff member or student's parent/guardian by telephone as soon as you receive a verbal or written report that they tested positive. Questions to ask include:
 - Were they diagnosed through a test?
 - If so, what type (nose swab, mouth/oral swab, or blood test).
 - If they had only an antibody (blood test) and they have not had any symptoms, they are not a positive COVID-19 case.
 - What was the test date?
 - What was the last day they were at school? (Please confirm by looking at attendance files.)
 - If symptoms, please ask the first day of their symptoms.
 - If NO symptoms, confirm the test date again.
 - Complete the CDPH Online COVID-19 Case Report Form: <http://redcap.link/chicovidreport> (select option 2 "Community congregate setting: single case or cluster of 2 or more cases").

Determining Who Is a Close Contact

- [Close contacts](#) are individuals who were within 6 feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour

period (for example, three, individual, 5-minute exposures for a total of 15 minutes). An infected person can spread SARS-CoV-2 starting 2 days prior to their first day of symptoms (or for asymptomatic individuals, 2 days prior to their test date) through their last day at school (or ten days after their onset of symptoms/test date).

- **Exception:** In the **PreK–12 indoor classroom setting**, the close contact definition excludes students who were within 3 to 6 feet of an infected student if both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time. If they were not consistently masked, then close contacts are classroom students who were within 6 feet of the infected student for a cumulative total of 15 minutes or more over a 24-hour period.
 - **NOTE:** This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.
- In general, individuals who are solely exposed to a confirmed case while **outdoors** should not be considered close contacts.

Considerations for determining close contacts:

- Assess whether there were any other staff members not assigned to the classroom/cohort or students in other classrooms/cohorts with whom the positive individual had close contact (e.g., siblings or substitute teachers). If the positive individual is a staff member, this assessment should include an interview of that staff member.
- Depending on the classroom structure selected by the individual school, all students and staff within the positive individual's classroom/cohort could be considered close contacts.
- Include any extracurricular activity groups (e.g., sports, music, before- and after-school programs) and shared transportation in the assessment.
- In general, CDPH supports a broad definition of cohorts and broad quarantine of cohorts to facilitate timely quarantine and reduce transmission.
- For further assistance in determining close contacts, please refer to [Steps for Determining Close Contact in K-12 Schools](#).

Isolation/Quarantine Recommendations

Definitions:

- **Isolation** is used to separate people infected with SARS-CoV-2, the virus that causes COVID-19, from people who are not infected. These individuals can have symptoms or no symptoms (asymptomatic). People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).
- **Quarantine** is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others and monitor their health.
- **Symptoms of COVID-19:** Symptoms may appear 2-14 days after exposure to the SARS-CoV-2 virus. Symptoms can include:
 - Fever (100.4°F or higher) or chills
 - Cough

- Shortness of breath or difficulty breathing
- Fatigue from unknown cause
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms and children and youth with SARS-CoV-2 infection may experience any, all, or none of these symptoms.

- [Fully Vaccinated](#) individuals are ≥ 2 weeks following receipt of the second dose in a two-dose COVID-19 vaccine series or ≥ 2 weeks following receipt of 1 dose of a single-dose COVID-19 vaccine.

For student or staff with a positive test:

- Ensure the positive individual is aware that they should isolate, meaning stay home and away from others, until it has been at least 10 days since their symptoms first appeared (or for asymptomatic individuals, from their test date) AND at least 24 hours with no fever (without using fever-reducing medications) AND symptoms have improved.
 - A positive result on any viral test [antigen, rapid antigen, molecular (Nucleic Acid Amplification Test (NAAT) such as an RT-PCR)] should be considered positive for public health purposes.

For students or staff with symptoms suggestive of COVID-19:

- CDPH strongly recommends testing for all staff and students with new onset of symptoms of COVID-19 not attributed to allergies or a pre-existing condition (see *Symptoms of COVID-19* above and [ISBE School Decision Tree](#)).
- Schools should quarantine household members of a symptomatic student or staff member who also attend the school pending the results of testing.
- If anyone on school campus or in a daily symptom screening check is identified with COVID-19 like symptoms, administrators should take immediate action, regardless of the person's vaccination status
 - Separate the symptomatic person from other students/staff and ensure the symptomatic person and anyone they have contact with wears a mask, until transportation home or to a healthcare provider can be arranged. This will require a dedicated area in the facility and disinfection afterward. See guidance on [what to do if you are sick](#) for details on how to effectively separate someone with COVID-like symptoms. Consider ways to maintain privacy as may be required.
 - Refer the person with COVID-like symptoms to a healthcare provider to receive clinical evaluation and [diagnostic testing](#) for SARS-CoV-2. People being evaluated for COVID-19 should inform their healthcare provider of their vaccination status at the time they arrive for care.
 - If a student or staff member tests positive, they should be instructed to isolate (see "For students or staff with a positive test" section above)
 - If a student or staff member tests negative, ensure it has been 24-hours with no fever (without fever-reducing medication) AND with improved symptoms before allowing them to return to school.

- If a student or staff member has symptoms of COVID-19, and it is determined by a medical provider that the individual likely does NOT have a COVID-19 infection, the student or staff member still needs to be tested and may only return to school if the following are met:
 - Documentation of a negative test for COVID-19; AND
 - It has been 24-hours with no fever (without fever-reducing medication).
 - Only if the two above criteria are met would a note from a medical provider documenting an alternate diagnosis be acceptable if the student or staff member continues to be symptomatic for another reason besides COVID-19 infection (e.g., other viral illness).
- If a symptomatic student or staff member does not get tested for COVID-19, CDPH does not recommend relying on a medical provider's note alone without a negative COVID-19 test result to allow a symptomatic student or staff to return to school. COVID-19 cannot be ruled out by symptom history or clinical exam alone. Only the right test done at the right time can rule out COVID-19.

For students or staff identified as close contacts:

- Students or staff with close contact to a person testing positive for COVID-19 should be quarantined, meaning staying at home, excluded from school, and monitored for symptoms. This also includes close contacts who are household members. If close contacts develop symptoms, they should be evaluated and tested for COVID-19.
 - **Exceptions:** Students or staff with close contact to a person diagnosed with COVID-19 do NOT have to quarantine in these situations
 - Someone who has been fully vaccinated and shows no symptoms of COVID-19. However, fully vaccinated people should get tested 5-7 days after their last date of exposure to person testing positive, even if they don't have symptoms. They should also wear a mask indoors in public for 14 days following exposure. ([IDPH: Considerations Post Vaccination](#))
 - Someone who has tested positive for COVID-19 within the last 90 days AND completed 10-day isolation period AND remains without COVID-19 symptoms

Options available for unvaccinated or partially vaccinated students or staff to return to school from quarantine after an exposure to positive COVID-19 case (note: school districts may determine which of these options are available for their students):

Option 1:¹ Quarantine at home for 14 calendar days after last exposure to the COVID-19 case (return day 15). Date of last exposure is considered day 0.

- Student should be tested immediately after being notified of exposure, and if negative, be tested again 5-7 days after exposure, per [CDC guidance](#).

¹ See [CDC guidance on when to quarantine](#): "Stay home for 14 days after your last contact with a person who has COVID-19."

Option 2: Quarantine at home for 10 calendar days after last exposure to the COVID-19 case. Date of last exposure is considered day 0.

- Student should be tested immediately after being notified of exposure, and if negative, be tested again 5-7 days after exposure, per [CDC guidance](#).
- The individual may end quarantine after day 10 (return day 11) if no symptoms of COVID-19 developed during daily monitoring AND the individual can always maintain physical distancing and masking when returning to school; for classrooms where masking is strictly adhered to as required, physical distance of 3 to 6 feet is acceptable for return.

Option 3: Quarantine at home for 7 calendar days after last exposure to the COVID-19 case. Date of last exposure is considered day 0.

- Student should be tested immediately after being notified of exposure.
- The individual may end quarantine after day 7 (return day 8) if no symptoms of COVID-19 developed during daily monitoring AND the individual can always maintain physical distancing and masking when returning to school; for classrooms where masking is strictly adhered to as required, physical distance of 3 to 6 feet is acceptable for return, **AND the individual has a negative SARS-CoV-2 diagnostic test (PCR) that was collected within 48 hours of exposure day 8 (starting on day 6 or after).**

Option 4²: Test to Stay (modified quarantine) strategy: Schools test close contacts, as defined above, on days 1, 3, 5, and 7 from date of exposure by a PCR or rapid antigen or molecular emergency use authorization (EUA)-approved test. Close contacts are permitted to remain in the classroom as long as the results are negative, and the students remain without symptoms. (See [IDPH: Interim Testing for COVID-19 in Community Settings and Schools](#) for specific details on testing in schools.)

- Test to Stay may be used for any indoor school-related exposures for students and staff who are not fully vaccinated. Household exposures are not eligible.
- Test to Stay is only applicable when both the COVID-19-confirmed case and close contact were engaged in consistent and correct use of well-fitting masks, regardless of vaccination status (universal masking), as required by [Executive Order 2021-18](#).
- Students or staff who are not fully vaccinated and engaged in Test to Stay after an exposure may participate in extracurricular activities at the discretion of the school system and the CDPH, provided that masking and physical distancing can be maintained. At lunch time, physical distancing should be 6 feet. Test to Stay participants may not participate in sports competition during the 7-day testing period.
- It is critical to the success of Test to Stay that testing results are obtained same day. Therefore, rapid tests (antigen or PCR) are important for a successful program.
- When testing is not possible on days 1, 3, 5, and 7 due to weekends and

² [TTS protocol flow chart 10.18.21.pdf \(illinois.gov\)](#)

holidays, testing should occur at the earliest possible opportunity. Testing should begin at the earliest opportunity possible and should continue through day 7 for at least two consecutive testing dates.

- However, if the close contact is identified 5 days from the date of exposure, adjust testing accordingly, ideally on days 5 and 7 after the last exposure. At the conclusion of the Test to Stay modified quarantine period, the school should notify the local health department that the individual has successfully completed testing and remained negative.
- If at any time the student tests positive or symptoms develop, the individual should immediately self-isolate and follow instructions outlined in "For student or staff with symptoms suggestive of COVID-19" above.
- Local health departments have the authority to assess high-risk exposures and order a traditional quarantine without the option for test to stay.

Regardless of when an individual ends quarantine, continue to daily monitor symptoms for 14 days after the exposure. Day 0 is last day of exposure to positive case.

- Individuals should continue to adhere to recommended mitigation strategies, including proper and consistent mask use, physical distancing, hand hygiene, cough hygiene, environmental cleaning and disinfection, avoiding crowds and sick people, and ensuring adequate indoor ventilation.
- **If any symptoms develop during or after ending quarantine, the individual should immediately self-isolate** and follow the instructions outlined in "For student or staff with symptoms suggestive of COVID-19" above.

Outbreak testing

CDPH aligns with IDPH regarding [outbreak testing](#):

- Outbreak status occurs when 10% of individuals (students and staff) within a specified cohort (such a classroom or sports team) or when at least 3 cases within the cohort meet the criteria for being a confirmed or probable school-associated COVID-19 cases within 14 days of each other.

When a school is in outbreak status, IDPH

- *Requires* that all staff members part of the cohort that are not fully vaccinated, AND
- *Recommends* that all students that are not fully vaccinated

get tested twice weekly until the school has gone through 2 incubation periods (28 days) without any new cases added to the outbreak.

- Day 0 of outbreak testing will be the date of onset (either symptoms, or, if asymptomatic, a positive COVID-19 test) of the last test epidemiologically linked to the outbreak.
- Because of the rapid need to respond to outbreaks, schools should proactively obtain parental consent for student testing and create a testing protocol should outbreaks occur in the school. An opt-out

consent is recommended in outbreak scenarios to facilitate prompt public health action.

Recommendations for Students and Staff Following Travel

Generally, CDPH aligns with [IDPH](#) and [CDC](#) on actions for travelers. For unvaccinated, domestic travelers, CDPH maintains a COVID-19 Travel Advisory ([Chicago's COVID-19 Travel Advisory](#)), which advises specific actions for unvaccinated travelers going to specific areas of the US. Schools are recommended, though not required, to follow this advisory for their students and staff. The advisory is updated weekly.

All travelers are advised after travel to monitor themselves for COVID-19 symptoms and isolate and get tested if they develop symptoms.

Vaccinated persons

- Individuals who have traveled domestically are not required to quarantine if they are asymptomatic and fully vaccinated
- It is recommended that you bring a copy of your COVID-19 vaccination records while traveling.
- Fully vaccinated is defined as being at least two weeks after receipt of the second dose in a two-dose COVID-19 vaccine series or at least two weeks after receipt of one dose of a single-dose COVID-19 vaccine.
- Fully vaccinated travelers must monitor their health for 14 days after travel and if they experience symptoms potentially consistent with COVID-19, they must self-isolate until clinical evaluation and COVID testing. They should also continue to adhere to all recommended protective measures including wearing a mask while traveling on planes, buses, trains or other public transportation, practicing hand hygiene, and avoiding crowds.

Unvaccinated persons

Before travel, unvaccinated individuals traveling to a high-risk ("orange") state should:

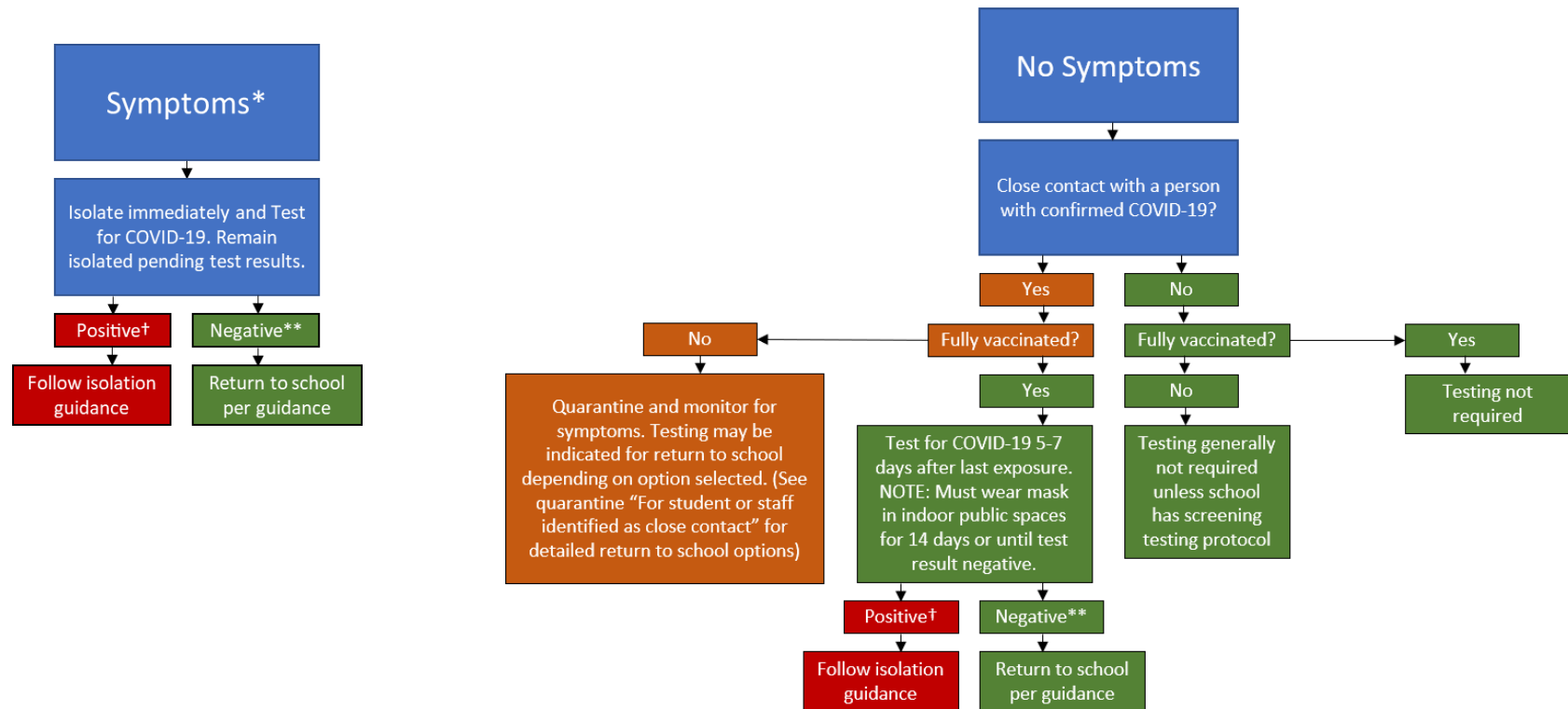
- Get tested 1-3 days prior to departure.

After travel, unvaccinated individuals returning from a high-risk ("orange") state should:

- Get tested with a viral test 3-5 days after travel **AND** stay home and self-quarantine for a full 7 days.
- Even if you test negative, stay home and self-quarantine for the full 7 days.
- If your test is positive, isolate yourself for 10 days to protect others from getting infected.
- If you don't get tested, stay home and self-quarantine for 10 days after travel.
- Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not.
- Unvaccinated children travelling with fully vaccinated people are not exempt from the travel advisory and must follow pre-arrival testing/quarantine requirements.

Parents and guardians should check with their local school for specific policies. ([CPS Travel Policy](#), [Archdiocese Travel Policy](#)) CDPH recommends that individuals follow the full CDC recommendations for international travel, which can be found [here](#).

Figure 1. COVID-19 Testing Guide for Students and Employees of PreK-12 Schools in Chicago



* New onset of symptoms including fever (100.4°F or higher), new onset of moderate to severe headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, new loss of sense of taste or smell, fatigue from unknown cause, muscle or body aches from unknown cause. ([IDPH School Decision Tree](#))

† A positive result on any single viral test (antigen, rapid molecular or PCR) with appropriate pre-test probability as determined by the clinician should be considered positive for public health purposes. Subsequent negative tests do not change requirements for quarantine and isolation.

** Clinicians should choose an appropriate test based on their clinical suspicion of COVID-19. For example, if high clinical suspicion exists due to clinical appearance or risk factor (e.g. contact with a confirmed case), and an antigen or other rapid test is negative, healthcare providers may consider obtaining a PCR test. See supplemental figure: "[Antigen Test Algorithm for Community Settings \(cdc.gov\)](#)" for testing options related to pre-test probability.[§] Schools should ensure that symptom monitoring and testing if symptoms develop continue. Test again only if symptoms develop during the remaining quarantine period

Notifications

- Notify the identified close contacts that they were exposed to someone with COVID-19 at the school. It is recommended that you notify exposed staff and the families of exposed students via a preferred, successful method of communication at your school. A sample close contact notification template is included at the end of this document and downloadable at www.chicagohan.org/covid-19 for those you may be unable to reach by other means or if you choose to send a written notification.
 - Instruct them to quarantine and get tested for COVID-19 as appropriate based on vaccination status and return to school guidance detailed above.
 - Close contacts should monitor their symptoms for 14 days and get tested if they develop symptoms of COVID-19.
- All staff and students of the school, regardless of whether they are close contacts or not, should be notified of the positive case, while maintaining confidentiality. You may use the general notification letter template at the end of this document and downloadable at www.chicagohan.org/covid-19 as a guide.

Cleaning

Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been at the school. Follow [CDC cleaning and disinfection recommendations \(updated 11/15/21\)](#). **Full school closures are not automatically required for cleaning if appropriate cohorting has occurred. Any decisions about full school closures should be made in consultation with CDPH.** Refer to [IDPH Public Health Interim Guidance for Pre-K-12 Schools and Day Care Programs for Addressing COVID-19](#) for additional instructions on environmental cleaning and disinfection.

What Schools Can Expect After Reporting a Case

1. After receiving a report, CDPH will contact your school to discuss infection controls in place at your school and ways to protect your staff and students.
2. CDPH will call the positive staff member or family of the student once the positive lab result is received from a healthcare provider and conduct household and community contact tracing outside of your school.
3. You should notify CDPH if additional positive cases are identified in your school by filling out the CDPH COVID-19 confidential [online case report form](#) (select option 2 "Community congregate setting: single case or cluster of 2 or more cases").
4. Refer to the following resources for further information:
 - a. www.chicago.gov/coronavirus
 - b. [CDC Guidance for Schools](#)
 - c. [CDC SARS-CoV-2 Transmission in K-12 Schools and ECE](#)
 - d. [ISBE/IDPH FAQs \(11/5/21\)](#)
 - e. [IDPH Guidance for Child's Face Covering Medical Tolerance](#)
 - f. [IDPH/ISBE guidelines \(11/09/21\)](#) with [ISBE School Decision Tree](#)
 - g. [ISBE COVID-19 in Schools: Resources and Updates](#)
 - h. www.chicago.gov/reopening

Notification Templates (available for download www.chicagohan.org/covid-19)

CLOSE CONTACT COMMUNICATION

Subject: Exposure to COVID-19 Case at (SCHOOL)

Dear (INDIVIDUAL'S NAME),

We are writing to update you on a recent development regarding the Coronavirus Disease 2019 (COVID-19). We have learned that a (SCHOOL) community member has been diagnosed with COVID-19. You were identified as a close contact of this individual.

You should monitor your health starting now through (DATE OF 14 DAYS AFTER LAST EXPOSURE TO POSITIVE CASE). Symptoms of COVID-19 include fever (temperature greater than 100.4 degrees Fahrenheit), chills, cough, shortness of breath, fatigue, muscle/body aches, headache, new loss of taste or smell, sore throat, nausea or vomiting, and diarrhea.

If you are unvaccinated, you should not go to work or school and should avoid public places through (DATE of 7-14 days after last exposure to positive case, depending on quarantine option). If you are vaccinated, you may return to school/work as long as they are fully masked and physically distanced while in school.

If you develop symptoms of COVID-19, please contact your medical provider to discuss evaluation and testing. Any individuals who are sick with or exhibiting symptoms of COVID-19 must stay home and away from others for at least 10 days since their symptoms first appeared and at least 1 day (24 hours) with no fever (without using fever-reducing medications) and improved symptoms, whichever is longer. See the Chicago Department of Public Health's [guidance on what to do if you are sick](#). If your symptoms are severe, such as difficulty breathing or shortness of breath, persistent pain or pressure in the chest, new confusion or difficulty waking up, or bluish lips or face, please seek the closest emergency department or call 9-1-1 immediately.

If you do not have symptoms, it is recommended to be tested 5 to 7 days after your exposure to a positive case, which was (DATE OF EXPOSURE), **even if you are vaccinated**. Close contacts of positive cases are encouraged to call their healthcare provider to arrange for testing. If other testing options are needed, refer to the [City of Chicago's coronavirus testing website](#). Remember even if you test negative, you must still complete the full quarantine if you are unvaccinated. If you test positive, you must stay home for at least 10 days after your test date.

For any additional COVID-19 questions or support, please visit www.chicago.gov/coronavirus for the most reliable information. If you do not find the information you need on the website, reach out to your School Administrator for further guidance.

The health and wellness of our staff and students are the highest priority of (SCHOOL). We continue to follow Chicago Department of Public Health and CDC guidelines as we ensure proper protocols and preventative measures are in place for the health and safety of our staff and students. Please contact us at (SCHOOL CONTACT INFORMATION) if you have any questions.

Sincerely,

(SIGNATURE)

(SCHOOL LEADERSHIP NAME)

GENERAL COMMUNICATION

Subject: Confirmed COVID-19 Case at _(SCHOOL)_

Dear Staff and Families,

We are writing to update you on a recent development regarding the Coronavirus Disease 2019 (COVID-19). We have learned that a (SCHOOL) community member has been diagnosed with COVID-19.

The individual was last at the school on (DATE). [only to be included if it can be done without obviously identifying the individual. If needed, give a broad date like “the week of _____”] To ensure the health and safety of our families and staff, following CDC guidance, (SCHOOL) will ensure appropriate cleaning and disinfection of our school.

Students and staff who have been identified as having been in close contact with this individual (WILL BE/HAVE BEEN) notified via a separate communication. As a reminder, close contact is defined as being within 6 feet of an infected person for a total of 15 minutes or more, or less than 3 feet of contact when properly masked in a school setting. Those who had brief, casual contact with an infected individual are not considered at great risk of transmission; for most people, the illness is generally mild and can be safely managed at home. As always, everyone should monitor their health and stay at home if they develop symptoms. Anyone who develops severe symptoms should seek medical care immediately.

We continue to follow Chicago Department of Public Health and CDC guidelines as we ensure proper protocols and preventative measures are in place for the health and safety of our staff and students.

Public Health Guidance

Symptoms of COVID-19 include fever (temperature greater than 100.4 degrees Fahrenheit), chills, cough, shortness of breath, fatigue, muscle/body aches, headache, new loss of taste or smell, sore throat, nausea or vomiting, and diarrhea. If you or your child develop symptoms of COVID-19, please contact your medical provider to discuss evaluation and testing.

For severe symptoms, such as difficulty breathing or shortness of breath, persistent pain or pressure in the chest, new confusion or difficulty waking up, or bluish lips or face, please seek the closest emergency department or call 9-1-1 immediately.

Any individuals who are sick with or exhibiting symptoms of COVID-19 must stay home and away from others for at least 10 days since their symptoms first appeared AND at least 24 hours with no fever (without using fever-reducing medications) AND improved symptoms.

For any additional COVID-19 questions or support, please visit www.chicago.gov/coronavirus for the most reliable information. If you do not find the information you need on the website, contact your school administrators. The health and wellness of our staff and students are the highest priority of (SCHOOL).

Please contact us at (SCHOOL CONTACT INFORMATION) if you have any questions.

Sincerely,

(SIGNATURE)

(SCHOOL LEADERSHIP NAME)

CLOSE CONTACT COMMUNICATION-Test-to-Stay

Subject: Exposure to COVID-19 Case at (SCHOOL) Dear

(INDIVIDUAL'S NAME),

We are writing to update you on a recent development regarding the Coronavirus Disease 2019 (COVID-19). We have learned that a (SCHOOL) community member has been diagnosed with COVID-19. You were identified as a close contact of this individual.

You should monitor your health starting now through (DATE OF 14 DAYS AFTER LAST EXPOSURE TO POSTIVE CASE). Symptoms of COVID-19 include fever (temperature greater than 100.4 degrees Fahrenheit), chills, cough, shortness of breath, fatigue, muscle/body aches, headache, new loss of taste or smell, sore throat, nausea or vomiting, and diarrhea.

Based on an evaluation of your exposure, we have determined that you are eligible to participate in a program that will minimize time out of school. To remain eligible, you will be tested for COVID-19 in school on days 1, 3, 5, and 7 after the date of the exposure. If you test negative, you will be able to stay in school, provided that you continue to properly wear a mask and physically distance. You may participate in extracurricular activities at the discretion of the school, provided that masking and physical distancing can be maintained. You may not participate in sports competition during the 7-day testing period. You will still need to quarantine from the public and the community during the next 14 days, even if you choose to participate in the Test to Stay option.

If you/your child develop [symptoms of COVID-19](#), please **do not have your child come to school**. Contact your medical provider to discuss evaluation and testing. Any individuals who are sick with or exhibiting symptoms of COVID-19 must stay home and away from others for at least 10 days since their symptoms first appeared AND at least 24 hours with no fever (without using fever-reducing medications) AND symptom improvement. See the Chicago Department of Public Health's [guidance on what to do if you are sick](#). If your symptoms are severe, such as difficulty breathing or shortness of breath, persistent pain or pressure in the chest, new confusion or difficulty waking up, or bluish lips or face, please seek the closest emergency department or call 9-1-1 immediately.

For any additional COVID-19 questions or support, please visit www.chicago.gov/coronavirus for the most reliable information. If you do not find the information you need on the website, reach out to your school administrator for further guidance.

The health and wellness of our staff and students are the highest priority of (SCHOOL). We continue to follow Chicago Department of Public Health and CDC guidelines as we ensure proper protocols and preventative measures are in place for the health and safety of our staff and students.

Please contact us at (SCHOOL CONTACT INFORMATION) if you have any questions.

Sincerely,

(SIGNATURE)

(SCHOOL LEADERSHIP NAME)